

STATE AND CONSUMER SERVICES AGENCY

# DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

## JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,  
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

**UNIT:** Legal Division – Sacramento, Oakland, Los Angeles  
**(PLEASE INDICATE DESIRED LOCATION ON APPLICATION)**

**CLASSIFICATION:** Fair Employment and Housing Counsel

**SALARY:** \$3834 - \$7386

**FINAL FILING DATE:** Until Filled

**DUTIES:** Under the direct supervision of the Chief Counsel and Assistant Chief Counsel, the incumbent will perform the following duties: Civil and administrative litigation of discrimination cases alleging violations of the Fair Employment and Housing Act, Unruh Civil Rights Act, and Ralph Act. Preparation of formal discovery following administrative and civil procedure guidelines, i.e. interrogatories, motions, depositions, etc. Make determinations of cause in cases after eliciting information necessary to establish a violation of the FEHA and prepare accusations and/or civil complaints. Meet time frames as set forth by statutory requirement. Prepare for and attend motion hearings in civil and administrative forums. Conduct hearings, settlement conferences, and trials before the Fair Employment and Housing Commission and properly venued civil courts, including superior and appellate courts. Legal research and writing, as well as analysis of court and administrative decisions. Defend the Department and litigate cases in State Personnel Board hearings relating to personnel actions. Provide legal advice and opinions to the Director's Office and District Offices on specific legal issues. Professional interactions with public, opposing and co-counsels, and private and governmental agencies. Prepare for and present training on the law to the Legal and Enforcement Division staff, as well as prepare for and attend as a consultant and/or speaker at public forums. Respond to legal inquiries from the public. Limited supervision of law clerks. Administrative duties for record keeping of statistical information for the Legal Division and other duties as assigned.

**DESIRABLE QUALIFICATIONS:** Civil and administrative litigation experience, ability to work well under time constraints, good case management skills, integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively. Ability to operate a computer and knowledge of Excel and MS Word software programs.

**WHO SHOULD APPLY:** Anyone eligible for transfer, reinstatement, or list appointment may apply.

**SEND COMPLETED STATE APPLICATION TO:**

Department of Fair Employment and Housing  
ATTN: Personnel Office  
2014 T Street, Suite 210  
Sacramento, CA 95814

(916) 227-2892 or CALNET 8-498-2892  
FAX (916) 227-2890 or CALNET 8-498-2890  
TTY (800) 700-2320

Applicants will be screened and those best qualified will be interviewed.

Issue Date: 10/06/04